



Deputy Clerk Supervisor

Department: Circuit Court Clerk

Class Code: 1915

EEO Code: 22

FLSA: E

Effective: 01/04/1994

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of moderate difficulty in planning, coordinating and supervising a section within the Clerk's Office; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned deputy clerks; attends criminal docket call and maintains criminal docket; prepares daily court dockets; insures court reporter is available for criminal cases; maintains jury management system; contacts jurors, enters and updates juror information and prepares juror checks; prepares transportation orders; performs duties as courtroom clerk as needed; maintains records. Attends civil docket call and maintains civil docket; prepares all miscellaneous orders; balances and receipts monies; handles miscellaneous correspondence. Ensures all documents are recorded properly; calculates recording costs and collects fees; stamps and receipts documents; proofs and indexes documents; counts out monies daily. Dockets judgments; records financing statements and partnership/fictitious names; merges and prints daily work; mails deeds; records, releases and indexes water and sewer liens; records, indexes and makes certified copies of discharge papers; conducts genealogy researches; assists public and answers telephone and mail inquiries relating to functional area; prepares weekly, monthly, and yearly reports; works on special projects; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of effective supervisory principles and practices; of laws, regulations and procedures governing the operation of a Circuit Court Clerk's Office; of the organization, functions, jurisdiction and authority of the courts; of modern office practices and procedures, including knowledge of computers and software. Considerable skill in effectively supervising employees; in making decisions based on laws, regulations and office procedures and precedents; in making accurate arithmetic computations. Ability to lift and maneuver large index and deed books.

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma supplemented by some college coursework in business administration or related field and three years of responsible clerical or court administration work experience, including one year of supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.